

ECC PROGRAM / SPACE UTILIZATION ANALYSIS  
Pre-Proposal Meeting • June 26, 2012

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Tom Dearing, Deputy Commissioner of Erie County Department of Environment & Planning, highlighted the schedule for submittal; a hard copy or PDF version of your proposal must be received by July 10, 2012 at 4:00 pm. A selection committee will review the proposals, make their decision, and make a recommendation to the legislature. As the legislature goes into recess in August, we expect the decision to be announced in September.

The fee as stated in the RFP is \$200,000. We don't want proposals to go over, and we don't want change orders. While the fee is one of the selection criteria, it is not the predominant factor in consultant selection.

Please include a project schedule. No project completion deadline was given in the RFP, however, we are looking for a reasonable project completion date, with the possibility of being able to do design work for a new building in early 2013. Approximately \$30 Million in funding is allocated for a new building somewhere within the ECC system.

Please be sure to pay close attention to the insurance requirements and indemnification issues.

Scope of Services – Funds are set aside for a new building, which was originally proposed for construction on the North Campus. It is necessary to analyze the current program offerings and their adequacy for addressing the job needs in the region. Is there a way that ECC can better meet the needs of the region through the addition or elimination of programs? Once these questions have been answered, the next step will be to analyze space needs and do a locational analysis. Should a particular department move to a campus that is closer to an employer or institution? Good information is needed to determine whether a new building is needed and where it should be placed.

Several of the supporting documents referenced in the RFP have been posted on DEP's website at [http://www2.erie.gov/environment/index.php?q=ECC\\_RFP](http://www2.erie.gov/environment/index.php?q=ECC_RFP). The Facilities Master Plan has not been put online, as the document is too large. It is available for viewing in the DEP offices.

The consultant selection committee will consist of Mr. Dearing, Mr. Reuter, Dr. Holmes, an architect from the County's Department of Public Works, and an independent person that is not associated with ECC, but will likely be knowledgeable about workforce development in the region.

Mr. Reuter stated that the college has been studied a lot, and many of the studies have great information, including the Facilities Master Plan and the Facilities Plan done by SUNY. These studies will likely have outdated enrollment figures, as enrollment has declined over the last couple of years, so the consultant will likely need to obtain current figures.

Dr. Holmes stated that ECC considers itself one college with three campuses. It is important for us to understand how we impact the community and how we can better serve it. He said they would be happy provide contact information for people at the college that can provide information on departments, course offerings, department chairs, and other faculty.

#### Questions:

- The RFP asks for the Consultant to have the County's WMBE Certificate. Is the state WMBE Certificate sufficient?
  - If you have the state certificate, please state that in your proposal. When rating the proposals, the state certificate is generally accepted, but we encourage you to seek the county's certificate also.
- The square footage and composition data is provided in the RFP for North and City Campuses, but is missing for the South Campus. Is that data available?
  - Yes, it was left out accidentally. The paragraph on the south campus was distributed:

**South Campus, located in Orchard Park since 1974, consists of six inter-connected buildings, surrounding a courtyard. In addition, a seventh building was converted for the Information Technology Department and a County Auto Bureau while still housing maintenance operations. The total square feet of the campus is 390,000. Approximately 30% of ECC students attend South Campus. The ECC Foundation building, which is in the process of being converted into a Green Technology Learning Center and the Vehicle Technical Training Center are located in close proximity to South Campus. Another facility, leased by ECC, houses the college's One-Stop Employment and Training Center.**

- Are CAD drawings of the buildings available?
  - No.

- Are floor plans available?
  - Yes.
- Is there an existing Physical Space Inventory (PSI) available, and is it up to date?
  - The PSI is available, but has not been updated in a number of years. It is done by building, not department. If you feel that an updated PSI is essential to answering the questions in the RFP, please expand your scope of service to include an update of the PSI.
- Can you clarify the outreach component?
  - An advisory group will be formed to guide your analysis as we go forward. You should build in at least four meetings with this group into your fee/scope. If you think more is needed, let us know. Outreach will also include getting in touch with regional workforce development groups.
- Can we have a list of department chairs?
  - This information will be available to the consultant that is selected. If you feel it is necessary to put your proposal together, let us know, but you should not need to contact them at this point.
- Was this type of study done during the strategic planning process?
  - No.
- Will there be interviews?
  - Interviews may be conducted, if the consultant selection committee feels it is necessary.